

Volunteer Role Description

Role Title: Research and Development Volunteer
Reports to: Research and Development Officer
Location: Serennu Children's Centre

Role Summary

Sparkle are looking for a volunteer to support their research activities. The role will include working with the Research and Development Officer and Sparkle admin team to ensure the smooth running of research and evaluation projects. The volunteer will be required to undertake a variety of tasks and will be able to get involved in a number of different projects.

Key Tasks

- ★ Data collection, for example attending Sparkle's leisure activities and collecting information from children, young people and families.
- ★ Data entry and monitoring.
- ★ Assisting with the preparation, dissemination and analysis of surveys.
- ★ Assisting the Research and Development Officer during focus groups and meetings, for example by taking notes.
- ★ Transcribing focus groups and interviews.
- ★ Undertaking regular internet searches for grants and other funding opportunities.
- ★ Basic internet research and collating information, for example regarding services and support available for children with disabilities, possible venues for research activities and events, etc.

Person Specification

We are looking for volunteers who:

- ★ Are friendly, outgoing and polite.
- ★ Are creative, reliable and enthusiastic.
- ★ Have strong written and verbal communication skills.
- ★ Have good basic admin and IT skills, including using Excel and Word.
- ★ Display honesty and integrity.
- ★ Show compassion and empathy as the situation requires.
- ★ Present with a smart, neat appearance and professional demeanour.
- ★ Have previous experience working with children with disabilities (desirable but not required).
- ★ Have previous experience undertaking low-level research tasks (desirable but not required).

Benefits

In return for your time and support, you will receive:

- ★ Ongoing support from Sparkle's Research and Development Officer and the wider Sparkle team.
- ★ Reimbursement of out-of-pocket expenses.
- ★ Opportunities to develop new skills.
- ★ The opportunity to gain valuable research experience.
- ★ The satisfaction of knowing you will be making a difference to the lives of children and young people with disabilities and/or developmental difficulties, and their families.

Note:

Volunteer hours are negotiable; however, we would expect a minimum of four hours per week to be undertaken by a volunteer.

All volunteers will be subject to a current Disclosure and Barring Service and Occupational Health Check

Further information:

If you would like further information about the role, please email research@sparkleappeal.org or call 01633 748024.

I have received, read and understood this volunteer role description.

Name **(Please print)**

Signature

Date

Please return one signed copy to your supervisor at your induction and retain the other for information.